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CAREER SERVICE COMMITTEE 24TH
MEETING

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24th Meeting
1 Nov 1982

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7 May 1952

MINUTES OF 24th CAREER SERVICE COMMITTEE MEETING

1 May 1952 - 4:00 P.M.

Present: Walter Reid Wolf - Deputy Director (Administration)
Matthew Baird - Acting Assistant Director (Personnel) and
Director of Training
Kingman Douglass - AD/OCL
[REDACTED] DAD/GSO
- Executive Secretary

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1. The minutes of the 23rd meeting of 21 April 1952 were approved as distributed.

2. The paper, "Organization, Relationships and Functions of the Career Service Boards", dated 28 April 1952 was considered and the Committee agreed that it would be revised in two important respects as follows:

a. Organization. In view of the heavy workloads and pressures on the Deputy Directors, it was agreed that it was unrealistic to expect them to be able to meet together regularly. It was also unrealistic to require that three of them must be personally present at meetings of the CIA Career Service Board. After consideration of several alternatives, it was agreed to enlarge the Board to include three Assistant Directors or Office Heads, one each from the DD/P, DD/I and DD/A areas with staggered tours of duty with the Board so that eventually each head of a major component of CIA will have served on the CIA Career Service Board.

b. Functions. It was agreed that the CIA Career Service Board should confine its deliberations and actions to matters of policy to the greatest extent possible. In particular, decisions on rotation appointments should be arrived at mutually by the heads of Offices. The Board would be currently informed of such matters, would review them and would thus be in a position to reverse the decision should any serious miscarriage of a career service principle be involved.

The Executive Secretary read a series of minor amendments to the paper which involved only clarification of meaning and language. These were approved by the Committee. He was directed to assemble an ad hoc working group for the purpose of revising the paper under consideration along the lines adopted and present it at the next meeting of the Committee.

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3. The Personnel Evaluation Report was referred to the Acting Assistant Director (Personnel) for implementation.

4. The Executive Secretary reported briefly on the status of hazardous-duty pay and health insurance. No action was required or taken.

5. It was agreed that the "Summary of the Organization and Operation of the CIA Career Service Program", dated 24 April 1952, would have to be revised in accordance with the action to be taken in paragraph 2, above.

6. It was agreed that [REDACTED] would present to the Committee at its next meeting a summary of the operating techniques and results of the Office of Communications' "Promotion and Rotation Assignment Board".

7. It was agreed that the next meeting would be held on Thursday, 3 May 1952 at 4:00 P.M. in Room 223, Administration Building.

8. The meeting adjourned at 5:30 P.M.

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29 April 1952

AGENDA

FOR

CAREER SERVICE COMMITTEE

21st Meeting, Thursday, 1 May 1952, 4:00 PM - Room 223, Admin. Bldg.

1. Consideration of minutes of 23rd meeting of 21 April 1952. (Previously distributed). AK
2. Consideration of "Organization Relationships and Functions of the Career Service Boards", 28 April 1952. (Attached).
3. Consideration of "Personnel Evaluation Report", Tab C, 11 April 1952. (Attached).
4. Report of the Executive Secretary on Hazardous Duty Pay, Health Insurance and Functional Analysis of Positions in CIA.
5. For information - "Summary of the Organization and Operation of the CIA Career Service Program", 24 April 1952. (Attached).
6. Consideration of "List of Recommendations from the Several Working Groups....", 28 March 1952. (Attached).

Item 2 consists of a re-presentation of the material prepared by Working Groups and informally accepted by the Committee. It is proposed that this text be used in the forthcoming final report to the DCI.

Item 3 has been approved by the Committee. It is proposed that the Committee authorize that printing be immediately undertaken (it will take about 4 weeks) prior to forwarding of the final report to the DCI.

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ORGANIZATION, RELATIONSHIPS AND FUNCTIONS

of the

CAREER SERVICE BOARDS

- I. Organisation of the Career Service Boards**
- II. Functions of the CIA Career Service Board**
- III. Functions of the Secretariat of the CIA Career Service Board**
- IV. Functions of an Office Career Service Board**
- V. Types of Rotation**

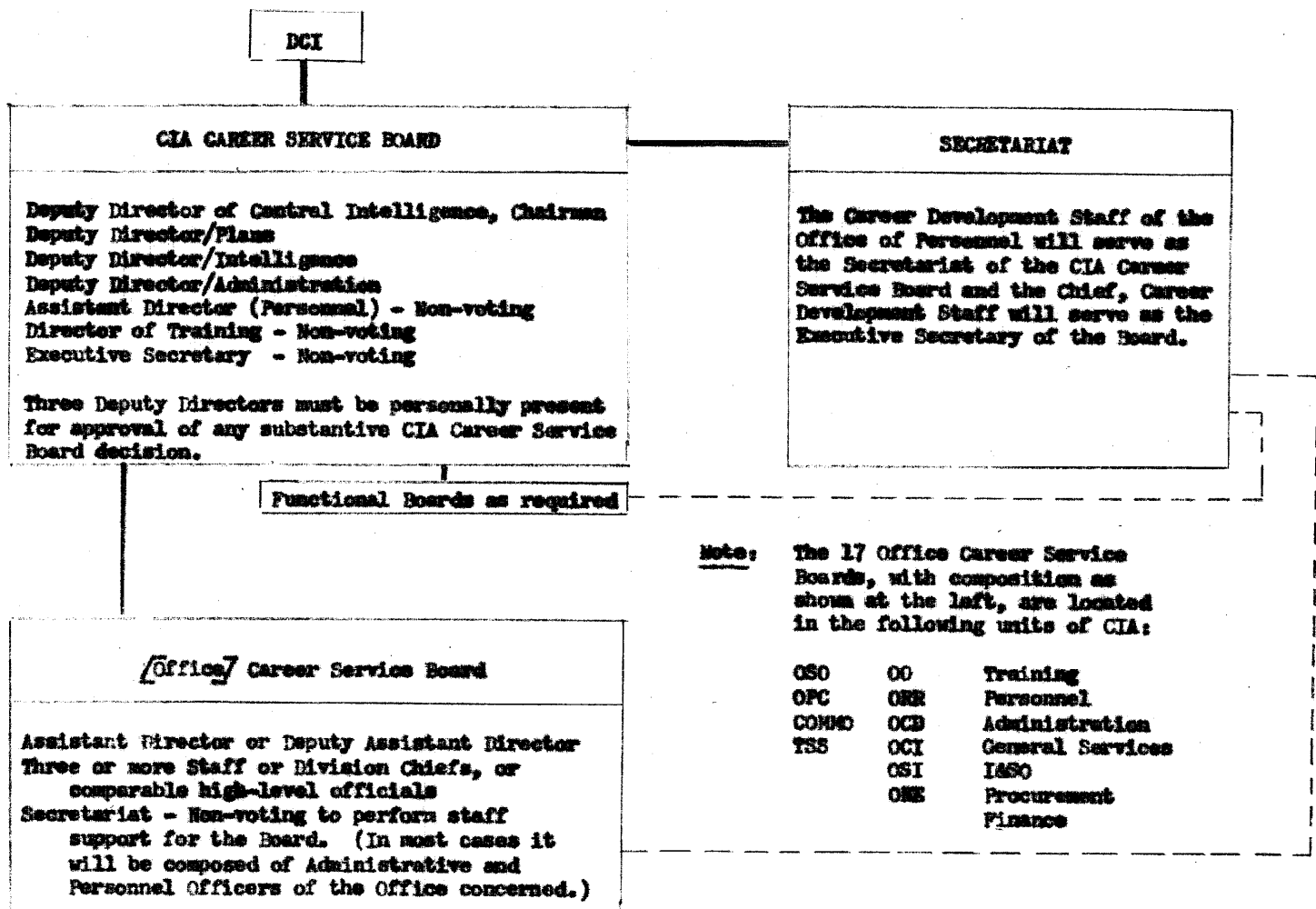
28 April 1952

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I. Organization of the CAREER SERVICE BOARDS



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II. Functions of the CIA Career Service Board

- (1) Develops policy governing the Career Service Program for submission to the DCI, and serves as his advisor on all matters concerning the Program.
- (2) Advises, and reviews the functioning of Office Career Service Boards.
- (3) Reviews the functioning of the Career Service Program, including:
 - (a) Acting as final board of appeal and adjudication in all Career Service matters involving Office Career Service Boards, Agency Offices or comparable units, and individuals.
 - (b) Approving, on a continuing basis, selection standards employed in the training and rotation programs, and taking final action on requests for waiver of these standards.
 - (c) Allocating Rotation Loan Slots to Office Career Service Boards.
 - (d) Approving or rejecting Office Career Service Board selection and rotation recommendations. *inter-office*
 - (e) Making final decision on rotation appointments, quarterly.
 - (f) Levying requirements on Office Career Service Boards for rotatees to prepare them to fill key Agency positions. *replace*
- (4) Appoints supporting groups or Boards for handling specialized functions, such as Hazardous Duty Board, Honor Awards Board, Selection Board for Service Schools, Professional Selection Panel, as appropriate, drawing on Agency personnel as necessary.
- (5) Prepares, and submits annually to the DCI, a summary of the operation of the CIA Career Service Program.

substitute

"(f) Selecting from the various Offices the best candidates to fill key Agency positions; developing a rotation, training, advancement and assignment plan for each of these candidates; evaluating these candidates and making final selection to fill key jobs."

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III. Functions of the Secretariat of the CIA Career Service Board

- (1) Recommends to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
- (2) Performs all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:
 - (a) Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board, including agenda and records of meetings.
 - (b) Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.
 - (c) Assisting Office Career Service Boards in formulating rotation recommendations.
 - (d) Transmitting recommendations to the CIA Career Service Board for consideration, and verifying personnel data submitted with these recommendations.
 - (e) Issuing circular announcements to Office Career Service Boards listing approved rotation nominations. (The list will contain full data on the individual plus the rotation appointment recommendation of the sponsoring Board.)
 - (f) Coordinating with the Office of Training all training arrangements and needs respecting the CIA Career Service Program.

insert
(c) *supervising* "Initiating and ~~directing~~ such studies as are needed to improve the Career Service Program." *AK*

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add to (a)

"and making recommendations to the CIA Career Service Board for improving the Career Service Program."

IV. Functions of an Office Career Service Board

- (1) Serves as advisor to the Assistant Director and acts for him on all matters pertaining to the Career Service Program.
- (2) Directs within the Office the application and functioning of the Career Service Program, including but not limited to:
 - (a) Executing relevant decisions of the CIA Career Service Board.
 - (b) Sponsoring, developing, and executing an intra-Office rotation system, and reporting on it periodically to the CIA Career Service Board via its Secretariat.
 - (c) Participating in the development and execution of approved extra-Office rotation systems.
 - (d) Submitting rotation recommendations to the Secretariat of the CIA Career Service Board for extra-Office appointment.
 - (e) Reviewing circular announcement of rotation recommendations and negotiating with other Office Career Service Boards to effect agreement on rotation appointments.
 - (f) Reporting concurrence or rejection of rotation appointments to the Secretariat of the CIA Career Service Board.
 - (g) Interviewing, if necessary, prospective rotatees.
 - (h) Submitting a semi-annual Personnel Evaluation Report to the sponsoring Office on each rotation appointee from another Office.
 - (i) Recommending cancellation or continuance of rotation appointments.
 - (j) Ensuring that the rotatees detailed by their Office to another are not overlooked for warranted promotion.
 - (k) Ensuring that jobs of rotatees received by their Office are productive and commensurate with the purpose of the appointments.
 - (m) Selecting Office employees for training and making the necessary arrangements with the Office of Training.
- (3) Appoints supporting groups as appropriate, or Boards for handling specialized functions, such as Promotion, Assignment, etc., drawing on its Office personnel as necessary.

(d) "Reviewing Personnel Evaluation Reports and proposed rotation, training, advancement and assignment plans for individuals."

V. TYPES OF ROTATION

Rotation is not to be confused with Transfer.

Rotation is the process of systematic designation and redesignation of an individual to various kinds of duty and training for the purpose of improving his capacity to serve the Agency while remaining on the rolls of his Sponsoring Office.

Transfer is the process of removing an individual from the rolls of one Office and his concurrent addition to the rolls of another Office. This process is independent of the process of rotation though it may be a consequence thereof.

EXCHANGE ROTATION (No Rotation Slots needed)

LOAN ROTATION (Rotation Slots needed)

Rotation assignments are for a minimum of Six Months.

1. Man for Man Trade between two Offices. (It is not necessary that the two rotatees occupy reciprocal positions, but the value of the work and the level at which it is performed is approximately equivalent.)

2. The rotatee occupies a slot on the T/O of his own Sponsoring Office. Organization and Administrative control remains with the Sponsoring Office.

3. Operational and Functional control of the rotatee rests with the Receiving Office.

1. There is no Man for Man Trade, the Receiving Office not having a man available for rotation to the Sponsoring Office.

2. The rotatee goes into a Rotation Loan Slot allotted by the CIA Career Service Board to the Sponsoring Office. Organizational and Administrative control remains with the Sponsoring Office.

3. Operational and Functional control of the rotatee rests with the Receiving Office.